A. Introduction

This document provides instruction for using the Minor Capital Inventory System. The system requires a terminal to access the Minor Capital Inventory files. Consequently, you may 'Look at' or 'Update' a record from the files and have that record displayed or updated on the terminal as soon as you press the "ENTER" key on your terminal keyboard.

This portion of the manual is designed so that each procedure of the Minor Capital Inventory System has a separate narrative. The terminal instructions for How to Begin (Sign On) and How to End (Sign Off) are the same for each procedure. Therefore, they are given only once — in Parts C and D of this section.

B. Processing

1. Update and Inquiry via Terminals

   a. Basic Inventory Update/Inquiry

   This screen is used to add information about items just purchased, to update Maintenance Cost and Status Information, to delete an inventory item, and to get information about an existing inventory item. All transactions are listed on the Activity Reports.

   b. Transfer Update

   This screen updates the Location Information, Organization Code, and Program data for an inventory item. All transactions are listed on the Activity Report.

   c. Physical Inventory Update

   This screen will be used to enter the Tag Numbers when a Bar Code Reader is not available. The Tag Numbers will be entered on the screen and marked as inventoried on the Master File. Items new to the building will be printed on the Items New to Location Report. After the inventory for the region is completed, items on the Master File which were not found during the inventory will be printed on the Missing Items Report.

   d. Commodity Description Update/Inquiry (Headquarters Option Only)

   This screen is used to update the Commodity Codes, their Descriptions, and their Useful Life. A Commodity Code can be added, deleted, or a Description changed. All Commodity Code transactions will be listed on the Activity Reports.

   e. Site Description Inquiry (Headquarters Option Only)

   This Screen is used to inquire as to Site Description information.

f.   Update Equipment Organization Codes (Headquarters Option Only)

This screen is used when an Organization Code has been changed. This will take all items assigned to an Organization Code and "reassign" to a new Organization Code.

g.   Other Inquiry Screens

Other inquiry screens can be created by the Inventory Section personnel with a short training period and guidance in the use of SUPERNATURAL. SUPERNATURAL will allow the answering of questions such as the number of typewriters, number of items at a site, etc., without the development of expensive production screens or reports.

The main restrictions of SUPERNATURAL are: no updating is allowed; only one line (80 characters) per item selected can be listed; and only a limited number of fields can be used to select data.

2.   Activity Report Processing

a.   Activity Report Selection

This step selects and formats Activity File Records generated by the update screens during the week and with activity records generated during previous weeks of the month.

b.   Sort Activity Report Data

This step sorts the selected report data by report number, route to and report sequence.

c.   Format Reports

Formats the sorted selected activity report data and writes it to a file where the Headquarters and region reports can be selected and printed on the proper printer. The following reports are formatted and printed:

    Transfer
    Additions and Inventory Action Cost Report
    Changes Report
    Deletions Report
    Items New To Location Report
    Commodity Code Update Report

3.   Requested Report Processing (CLIST 23MR)

a.   Extract Report Records

This step extracts data from the Inventory Master File based on Report Requests. All or part of the following reports can be requested:

    Inventory and Monitoring Report
    Missing Items Report
    Commodity Summary Report

b.   Sort Extract Report Data

This step sorts the reports by report number and report sequence.

c.   Format Extract Reports

This program prints the one or more requested reports at the Headquarters or regions.

4. Other Requested Reports

Reports that are available on request are as follows:

a. Surplus Report (CLST 23MG)

b. Commodity Code Catalog (CLST 23MD)

c. Items by Tag Number Report (CLST 23ME)

d. Facility Control Record (CLST 23MF)

e. Equipment by Org. by Location (CLST 2386)

f. Recap of Missing Items (CLST 23B8)

g. Federal Participation Report (CLST 23 FD)

5. Select and Report Object J Records (CLST 23MJ)

This step uses the Detail Expenditure Ledger File to report all accounting transactions with Object Code beginning with J but not JZ.
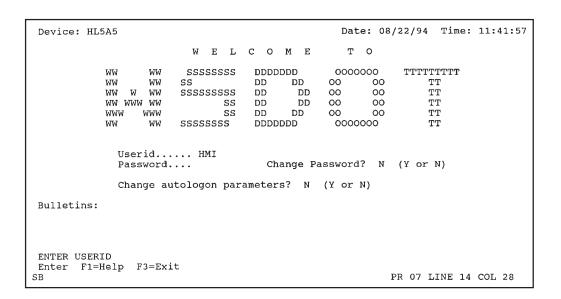
C.   How to Begin

Sign On

At your workstation, establish a mainframe connection. Your video screen will look similiar to the one displayed. Follow these steps:

1. By USER ID _ _ _ _   Type in 3-digit User ID.

2. By Password _ _ _ _   Type in your secret password.
(The password will not show on screen.)

3. Press **ENTER**   CL/SUPERSESSION Main Menu will appear.

Picture 1

```
 Device: HL5A5                             Date: 08/22/94  Time: 11:41:57

                      W  E  L  C  O  M  E       T  O

          WW      WW    SSSSSSSS   DDDDDDD     OOOOOOO    TTTTTTTTT
          WW      WW   SS          DD    DD   OO     OO       TT
          WW  W   WW   SSSSSSSSS   DD    DD   OO     OO       TT
          WW WWW  WW          SS   DD    DD   OO     OO       TT
          WWW    WWW          SS   DD    DD   OO     OO       TT
          WW      WW   SSSSSSSS    DDDDDDD     OOOOOOO        TT


             Userid...... HMI
             Password....               Change Password?  N  (Y or N)

             Change autologon parameters?  N  (Y or N)

 Bulletins:



 ENTER USERID
 Enter  F1=Help  F3=Exit
 SB                                             PR 07 LINE 14 COL 28
```

Picture 2

```
              Actions  Options  Commands  Features  Help
    SSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSS
                      CL/SUPERSESSION Main Menu              More:  +


        Select sessions with a "/" or an action code. (Press F8  for DIS applications)

             Session ID  Description                    Account    Status
             ----------  ------------------------------ --------   ---------
          x  CICS1PRD    PRODUCTION GENERAL             ADSSTORE
             TSO         TSO     Production             ADSPURCH
             CICS1MAC    TEST GENERAL Major Acceptance  ADSSTORE
             CICSP       CICS    Production             ADSSTORE
             CICSC       CICS    Production             ADSPURCH   Unavailable
             CICST       CICS    Development            ADSPURCH
             CICSB       CICS    Development            ADSPURCH   Unavailable
             CICSQ       TRAINS System Environment      ADSPURCH
             CICSD       TRAINS Development Environment ADSPURCH
             TRAINSP     TRAINS Production              ACTRAINS
             TRAINST     TRAINS Training                ACTRAINS
```

4. Tab or arrow to CICSP and press the **ENTER** key. You will see the APPLICATION SELECTION screen as shown in Picture 3.

Picture 3

```
Page: 1 Document Name: untitled

   <-ACTION                      W.S.D.O.T.                    CXA990X-S1
                        APPLICATION SELECTION MENU        TIME: 10:51:09
                        CICS GROUP1 PRODUCTION             DATE: 02/10/1999
APPLICATION AREA > MSVC <
AUTHORITY ...... >      <
APPLICATION ID.  > MINORCAP <
CURRENT ACCOUNT  > ADSMINOR <
*************************************************************************

- THE FOLLOWING ACTION CODES MAY BE ENTERED

  BLANK - TO START DESIRED ACTIVITY
  H     - FOR HELP
  *     - TO RESET SCREEN
  E     - TO EXIT AND LOGOFF
  R     - TO REENTER SIGNON INFORMATION
```

Select Your Application

5. **Type** the information for the Stores Inventory System like this:

    Application Area: MSVC Authority:
    (Type your secret Authority word. It will be invisible when typed.)

    Application ID: MINORCAP

6. Your Current Account Code will appear on the screen. **Check** to see that it is correct. If it is not, change it to the right one.

7. **Press the ENTER key**. The Minor Capital Property Menu screen will display. (See User Procedure Sections for further instructions.)

D.   How to End

Every screen provides an option to end the application (E=END or EXIT).
To completely stop processing, follow the steps below.

Step 1

Type E in the OPTION field and press the ENTER Key.

Step 2

Repeat Step 1 until you see the following message:

PLEASE WAIT. YOU ARE BEING RETURNED TO THE LOGON SCREEN.

9:P65:DP/FAIM